

KELSO HIGH SCHOOL

HOMEWORK POLICY

1. Aim

To provide a clear and simple policy, well understood by staff, pupils and parents for promoting homework and to develop in our pupils self- motivation, self-organisation and good learning habits both at school and at home.

2. Rationale

Kelso High School recognises that homework forms an integral part of the learning process of each pupil. If carried out properly, it will contribute considerably to their development as young adults and will improve their achievement.

3. Audience

This policy will be issued to all members of staff and will be available to parents. Extracts and summaries will be issued to all pupils.

4. Principles

Homework involves pupils, staff and parents all working together and taking responsibility for the successful completion of homework. The school homework policy is compatible with national and SBC policy statements.

- ? Homework supports the teaching and learning process. Homework provides an opportunity for pupils to reinforce class-work, work independently, carry out specific tasks and complete work started in class.
- ? Homework enables teachers to monitor individual pupil progress and evaluate the effectiveness of their own teaching.
- ? Homework strengthens the partnership between home and school in a pupil's education by raising parents' awareness of the work their child is doing in school
- ? Appropriate homework should be fully incorporated at the development stage of new courses and reviewed during their implementation.
- ? Homework tasks should be well planned, normally linked to class-work and take account of the demands on both pupils and staff.
- ? The purpose of homework should be made clear.
- ? It is important that pupils are properly prepared in class for the task set.

5. Practice

a) *Responsibilities*

Kelso High School Teaching and Learning Group will oversee the implementation and organisation of the school homework policy.

Each department must have an agreed homework policy which adheres to the principles of the KHS Homework Policy. This departmental policy must be made clear to students at the start of the session and should be followed by all members of the department.

b) *Ethos*

(Both) Register Teachers, Pastoral Teachers and Subject Teachers will take responsibility for supporting and encouraging homework.

Units of work in Personal and Social Education will provide opportunities to help pupils to develop effective study skills.

Parents will be involved in the homework process through regular briefings and consultation exercises.

c) *Types of Homework*

Homework may take a variety of forms, such as: writing, reading, planning, thinking, researching or preparing for future class work. It may also include learning, revision, completion of class-work or reviewing class work.

Homework should be differentiated to extend all pupils and this differentiation could involve:-

- ? The setting of different tasks or the same tasks at different levels
- ? Awareness by teachers of the time required by individual pupils to complete work
- ? Varying levels of support provided by the teacher
- ? Differing expectations

All homework must extend and support the learning of each individual pupil and should be challenging but attainable.

Any resources needed to support homework should be readily available.

d) *Homework Diaries*

Homework diaries will be issued free to all pupils at the start of the session. They should be brought to every lesson. If a pupil loses their homework diary they must go to the school office to buy a new one.

The importance of using a homework diary and making clear notes on homework has to be taught to pupils. (This should be done at the beginning of each year by Register Teachers and subsequently reinforced by all teachers.)

All homework must be recorded in homework diaries on the date for which it is to be done.

Teachers will ensure pupils understand exactly what is expected of them.

Parents are encouraged to check their child's diary on a regular basis.

Guidelines on the Duration of Homework

- ✍ Pupils in S1 and S2 should expect to do about 6 hours of homework per week.
- ✍ Pupils in S3 and S4 should expect to do about 8 hours of homework per week.
- ✍ Pupils in S5 and S6 should expect to do about 10 hours of homework per week.
- ✍ Senior pupils may exceed the times stated while doing home study and revision prior to exams.

There will, of course, be variations in the time required for homework depending on the aptitudes of individual pupils and the level of courses attempted. The times given above, however, provide a good general guideline for staff, pupils and parents.

Any pupil who is finding that he / she is having to devote more time to homework than that given in these guidelines should discuss this initially with his / her class teacher and / or parent. If he / she continues to experience problems he / she should seek help from his / her Pastoral Teacher.

e) Setting of homework

Teachers should take into account homework already set by other teachers and consider commitments which pupils might have when negotiating deadlines. Deadlines set should be realistic. The ability of the individual pupil should be taken into account when setting deadlines.

Teachers should actively encourage pupils to plan ahead, manage their time effectively and meet deadlines. Pupils should be encouraged not to leave their homework until the night before.

Plenty of time must be given for larger tasks. Time for the very largest tasks, such as investigations, must be structured using interim deadlines.

All staff should promote use of the help sessions offered.

Revision for assessments and exams may be set as homework.

f) Marking and Recording Homework

Homework should articulate with class work and teachers will check that it has been completed appropriately and, where appropriate, allow time for feedback.

Feedback should provide pupils with specific strategies for improvement. It should be linked to success criteria which have been shared with pupils. Positive comments should be given about homework assignments.

The class teacher should record homework / attainment marks as appropriate. Formally marked homework should normally be returned to pupils within one week.

Teachers are encouraged to inform parents when their child has completed homework of exceptional quality. Comments on homework should be made on reports when appropriate.

g) *Homework Timetable*

Each session, pupils should set aside times during the week when they will complete their homework. These times should be spread throughout the week and should not be excessively long. What is done during these times may vary but the periods set aside should remain largely constant. In this way a homework routine will be established. Parents should check that these times are being used to carry out homework.

h) *Homework Concerns*

Any pupil who is experiencing difficulties with homework should seek help either from their Pastoral Teacher or from their Class Teacher, before due date.

Regular help / homework sessions may be organised by departments for those pupils who are unable to complete their homework at home.

i) *Role of Parents*

Parents will be made aware of the importance of homework at P7 Parents' Evening when reference is made to school policy, departmental guidelines and homework diaries.

Parents are encouraged to assist in monitoring and supporting pupils' homework on a regular basis and to help their child organise his/her time so that homework is not left to the last minute.

Parents are encouraged to provide a suitable environment for the completion of homework and to give help if required, but not do the work!

Parents are encouraged to contact the school if there is a problem.

A standard school letter is available to be sent to parents if homework is consistently not being done or not being done to an acceptable standard. Alternatively, departments may produce their own letters (copies to be sent to Pastoral staff)

j) *Failure to hand in Homework*

It is the responsibility of all pupils to hand in homework on time and completed to the best of their ability. If homework is not handed in on time the class teacher will make a record of this.

The teacher should always discuss with the student the reason for homework not being handed in.

Appendix 1 lists a range of actions / sanctions that could be used. This is not a hierarchy.

6. Implementation

This policy will operate in final draft form from August 2008 onwards.

7. Monitoring

- ? Every member of staff has a responsibility to adhere to their departmental homework policy.
- ? Principal Teachers have a responsibility to ensure that the Departmental Homework Policy is in line with Whole School Policy and that all members of the department adhere to that policy.
- ? Senior Staff must assure themselves that Whole School Policy is adhered to.
- ? The operation of the Policy will be monitored on an on-going basis by the SMT and the Teaching and Learning Group.

8. Review

The Policy was evaluated in session 2007 / 2008 by the Teaching and Learning Group. It will be Reviewed thereafter as part of the school's self evaluation cycle.

9. Responsibility

The Depute Rector with responsibility for Teaching and Learning and Homework, Mrs J. Brotherton, will have overall responsibility for this Policy.

10. Date

The final draft of this revised Policy was completed in June 2008.

SANCTIONS FOR HOMEWORK NOT COMPLETED

- ? Verbal warning
- ? Revised extension date for completion
- ? Attend homework session at interval.
- ? Referral to the Principal Teacher.
- ? Contact home in order to inform the pupil's parent/guardian of the situation and to provide an opportunity for the pupil to complete their homework.
- ? Departmental detention may be used to ensure the completion of homework, with a detention letter sent home. (Copy to Pastoral Teacher).
- ? If the pupil has been referred to the Principal teacher and subsequently fails to attend the departmental detention set, the Principal teacher should inform the House Co-ordinator.
- ? If there is a pattern of late homework or failure to hand in homework the Principal Teacher should inform the House Co-ordinator.
- ? Where non-completion of homework for a pupil is an issue across a range of departments House Co-ordinators will become actively involved.

Note

A punishment exercise should not be issued for the non completion of homework.

RESPONSIBILITIES

PUPILS

- ✍ To make a homework timetable and to abide by it
- ✍ To bring his/her homework diary to every lesson
- ✍ To record all homework in his/her homework diary
- ✍ To carry out homework in the times identified in the homework timetable
- ✍ To complete the homework set to the best of his/her ability
- ✍ To complete the homework by the deadline set
- ✍ To seek support when he/she encounters difficulties before the due date

PARENTS/ GUARDIAN

- ✍ To check that homework is being carried out during times set out in the homework timetable
- ✍ To check the homework diary on a regular basis to ensure that homework is being completed satisfactorily
- ✍ To contact their child's Pastoral Teacher if problems arise

TEACHERS

- ? To make clear to pupils and parents the homework demands of the course
- ? To set amounts of homework suitable to the time available
- ? To allow time to complete the homework
- ? To check that the homework has been done
- ? To indicate in the homework diary when work has been completed late, unsatisfactorily or not at all
- ? To provide support for pupils encountering difficulties
- ? To provide appropriate resources where possible
- ? To provide feedback on homework which include strategies for improvement

PASTORAL TEACHERS AND REGISTER TEACHERS

- ✍ To check homework diaries to identify homework problems
- ✍ To identify and help resolve homework problems for individual pupils

HOUSE CO-ORDINATORS

To support Pastoral Teachers and deal with discipline issues when pupils :-

- ? fail to attend departmental detentions
- ? do not complete homework across a range of departments
- ? fail to hand homework in or hand it in late on a regular basis

KELSO HIGH SCHOOL

THE PUPIL’S HOMEWORK CHARTER

- ✍ I will make a homework timetable and abide by it
- ✍ I will bring my homework diary to every lesson
- ✍ I will record all homework in my homework diary
- ✍ I will carry out homework in the times identified in the homework timetable
- ✍ I will complete the homework set to the best of my ability
- ✍ I will complete the homework by the deadline set
- ✍ I will seek support when I encounter difficulties before the due date

- ? My parents/ guardian will check that my homework is being carried out during times set out in my homework timetable
- ? My parents/ guardian will check my homework diary on a regular basis to ensure that homework is being completed satisfactorily
- ? My parents/ guardian will contact my Pastoral Teacher if problems arise

I understand that:

- ✍ My teachers will make clear to me and my parents the homework demands of the course
- ✍ My teachers will set amounts of homework suitable to the time available
- ✍ My teachers will allow me time to complete my homework
- ✍ My teachers will check that my homework has been done
- ✍ My teachers will indicate in my homework diary when work has been completed late, unsatisfactorily or not at all
- ✍ My teachers will provide me with support when I encounter difficulties
- ✍ My teachers will provide appropriate resources where possible
- ✍ My teachers will provide me with feedback on my homework which includes strategies for improvement

Signed (Pupil):

Signed (Parent): **Date:**